



FREDERICK MUNICIPAL AIRPORT

Michael O'Connor, Mayor

Richard Griffin, AICP, CECd, Director

2019 AIRPORT COMMISSION

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City of Frederick Alderman

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Michael Blue
Frederick County Council Member

Ryan Boehm
Citizen Representative

Jon Harden
Vice Chairman

Dan Loftus
Multi-User Representative

Steve Southworth
Rotating FBO Representative

STAFF

Andrew Moore
Assistant Airport Manager

Rick Johnson
Airport Manager

Timothy Davis
Transportation Planner

FREDERICK MUNICIPAL AIRPORT

COMMISSION MEETING MINUTES

AOPA National Aviation Community Center (NACC) | 296 Bucheimer Road

September 26, 2019 | 7:00 PM

Commission Attendees: Ted Gregory, Chairman; Jon Harden, Vice Chairman; Michael Blue, Frederick County Council Member; Ryan Boehm, Citizen Representative.

Absent: Steve Southworth, FBO Representative; Dan Loftus, Multi-User Representative; Steve Southworth, FBO Representative; Rick Johnson, Airport Manager.

Other Attendees: Andrew Moore, Assistant Airport Manager; Richard Griffin, Director Department of Economic Development

A. Call To Order

The Airport commission was called to order at 7:00 PM by Chairman, Ted Gregory.

B. Approval of Minutes

The draft July 25, 2019 minutes were approved. Ryan Boehm made a motion and Jon Harden second, with all in favor.

C. Old Business

- **F-4 site, AOPA Hangar Development** – AOPA did not present. The City planning department has fully approved the site plan and continues to work with the engineering department to approve the design plan. AOPA is still in negotiations with bidders for construction of the hangars.
- **Strategic Planning** – No discussion.
- **Aviation Consultant RFP** – Every five years the award for aviation consultant services is advertised. Delta Airport Consultants and LR Kimball responded to the RFP. The airport had yet to score the companies.

- **2020 Comprehensive Plan Update** – City planning department was not available to present on this update. Backup was provided and we will coordinate a planner for the December 3rd meeting.

D. Project Updates

- AIP 3-24-0017-40 Wildlife Hazard Assessment (WHA)

The objective of this project is to conduct an assessment of wildlife on and around the airport environment and develop strategies to mitigate their impact on airport operations. The grant agreement was approved on 10/15/15 for a total project amount of \$64,500; active work began on 10/26/15; Loomacres draft Wildlife Hazard Plan was sent to FAA/MAA for review and comments on December 21, 2019; July 8, 2019 FAA accepted the Wildlife Hazard Management Plan. The City has begun grant closure, all accounting and documents are being prepared for review. A grant closure request was sent to the FAA on September 13th.

- AIP 3-24-0017-41 Bailes Lane Demo / Washington Gas Relocation

The project is to remove obstructions to the current and future threshold of Runway 5. This will consist of the removal of residential, commercial, and industrial buildings previously acquired by the City, as well as the relocation of a Washington Gas transmission main to accommodate future object free area (OFA) grading. Design work is also to be completed for the relocation of the glideslope antenna supporting the instrument landing system (ILS) to Runway 23. The grant agreement was approved on 10/15/15 for a total project amount of \$2,999,538; active work began on 10/26/15; the construction phase Reimbursable Agreement (RA) for the Phase 3 project associated with the glideslope is funded in this grant. The grant is to be closed in the spring of 2019 with the payment already made. When the RA closes and final costs are known (fall of 2019) then the Airport, FAA, and MAA will resolve any cost-accounting needed to document that all funds are used for Airport Improvement Plan (AIP) eligible work. The City staff is working on the final RFR. When the construction phase glide slope Reimbursable Agreement for the Phase 3 project (AIP- 45) construction closes (fall 2019) the Owner, FAA, and MAA will resolve any cost-accounting needed to document that all funds are applied against future AIP-eligible work. The final reimbursement request has been sent; The City will submit a grant closure request once required paperwork is created.

- AIP 3-24-0017-42 “Phase 2” Obstruction Removal

The project includes grading for both the existing Runway 5-23 as well as the proposed future 600 foot extension to Runway 5. The project will also provide rough grading for the associated parallel taxiway relocation and extension associated with the runway extension. This work will allow the runway to meet current obstruction standards as well as design standards once extended to its full length. The grant agreement was approved on 8/18/16 for a total project amount of \$4,521,914; active work began on 3/6/17; A final Delta invoice has been issued.

The FAA has allowed usage of remaining grant funds to crack seal and stripe Runway 12/30. Project completion is anticipated on/about 12/1/19. Staff will begin grant closure efforts once all invoices are in.

- AIP 3-24-0017-43 Extend Runway (Environmental Permitting) – 05/23

The project includes an assessment of the proposed 180 foot extension to Runway 23 to identify issues affecting the extension and costs associated to complete the extension. The grant also includes preliminary design work to develop options for a future apron rehabilitation project. The grant agreement was approved on 8/23/17 for a total project amount of \$247,000; active work began on 12/8/17; Final designs were presented to the Airport Commission with no additional comments or direction.

- Extend Runway 23 Feasibility Assessment

The City and Delta discussed this project on March 12. Delta is to make revisions to the report and exhibits as discussed. No final revisions have been submitted to the airport.

- AIP 3-24-0017-44 Extend Runway 5 Design

Background: *This project consists of designing the extension of Runway 5, 600 feet by 100 feet, designing parallel Taxiway “A”, 600 feet by 35 feet. ; The grant agreement was approved on 8/16/18 for a total project amount of \$427,778; Active work began on 10/22/18; project completion is anticipated on/about 06/01/19.*

The 90% review plans and Design Engineering Report were sent out on February 26. These went to the Airport, FAA, and MAA. All items are available via PDF as needed too. Transfer of the plans may need to be done via a file transfer due to their size. The Improvement Plans submission was made to the City on February 26, 2019. The submission to the Conservation District was made on February 26, 2019. Preliminary results of the Part 77 assessment for the RW 5 approach development are in. The critical obstruction for vertically guided approaches was discussed with the City (tree line adjacent to Tulip Hill). This and other (minor) issues will be reviewed with the City prior to submission of the data to AGIS. This may be the week of March 11. The proposed PAPI surfaces (OCS, LSCS) are clear.

Current: The plans have been approved by the City, SCD, FAA, and MAA.

- Delta is to provide plans for signature by the City & SCD. Historically the conformed RFC plan set (inclusive of all Addenda after bidding) has been used for the signature set. The SCD review fee of \$2,100 is to be submitted with these plans.
- Delta will apply for the NPDES permit once the conformed documents are complete.
- Delta will prepare the City/SCD inspections fee form in the coming weeks.
 - The project was advertised for bids on May 13 by the City. Bid schedule is as follows:
- Prebid Meeting – May 22 at 11:30
- Bid Opening – June 6 at 2:00 PM
 - The FAA and MAA have approved the approach obstacle information. The data will be uploaded to AGIS by the end of May.
 - No bids were received June 20 – when inquired, contractors noted: too busy to bid and objections to submitting detailed company financial statements.
- Delta identified main issues bidders had with the City procurement process and coordinated changes in order to re-advertise with success.
- The project was advertised for re-bid July 1st with pre-bid meeting July 9th.
 - Bid opening is scheduled for July 25th.
- A grant application for a 600' addition to Runway 5/23 and associated taxiway, as well as design work for the next years relocation of Taxiway A was submitted to FAA/MAA by July 26, 2019.
- See below "AIP – 3- 0017-46 Extend Runway 5/23" for future grant updates.

- AIP-3-24-0017-45 Runway 5-23 Obstruction Removal – Phase 3

This Phase will include the complete removal of terrain obstructions on the south end of the airfield that could not be completed under the previous phase. Additionally, this project will include the Glideslope/AWOS to be relocated outside the Object Free Area (OFA); the grant agreement was approved on 8/16/18 for a total project.

- The project resumed work April 8th, 2019
- South T-Hangars have been demolished and site work in the area continues.
- Earthwork movement productivity has peaked and the project has passed the 75% mark of moved and placed material, over 180,000 CY
- The Glide Slope and AWOS were relocated outside of the Runway Object Free Area. The GS will be operational after the December 2019 FAA charting update.

- AIP- 3-24-0017-46 Extend Runway 5/23

- This grant offer is expected Mid-September and includes Task Order 18 and 19 below. Extend Runway 5/23 consists of an additional 600' on the Patrick Street end of Runway 5, associated taxiway, and design of Phase 1 of Taxiway A relocation. On September 5th, the acceptance of this grant was approved by Mayor and Board of Alderman.

The fully executed grant was returned to the FAA on September 24th.

- Task Order 19 – Relocate Parallel Taxiway (Design)

FAA and MAA have no further comment. This task order is for the design work for the following year's construction of Taxiway Relocation – Phase 1; included in the grant application.

- Task Order 18 – Extend Runway 5 – Phase 1 (CA Phase)

Delta needs to discuss an item on AGIS record surveys with the City. The project is to include an Airport Layout Plan (ALP)/Property Map update to reflect as-built conditions. This is to include all sheets impacted by the development. Delta will present a more detailed interpretation of what they believe the scope is for review. The ALP update is to include revisions depicting the apron scheme selected from the AIP-43 project above (once selected). Mark Smith (FAA) has prepared a Reimbursable Agreement for the turning on/off and flight check of the Localizer (LOC) for the project. Cost for this RA is \$92,003.40 and has been signed and executed by the FAA. The FAA and MAA have no further comment. This task order is the actual construction of 600' on the Patrick Street end of Runway 5, hold apron, and associated taxiway. It will be included in the grant application.

E. New Business –

- **AIP – 3-24-0017-46 Extend Runway 5/23** – Grant offer from the FAA was signed by the Mayor and returned fully executed on September 24th. This would add 600' to the Runway 5 end near Patrick Street with associated taxiway and hold apron and future design work for the first phase of Taxiway A relocation.

F. Commissioner Reports –

Michael Blue noted that Livable Frederick plan is passed and that there was no specific integration of Frederick Airport in the plan. He pointed out that Frederick County has so much to benefit from the airport, even if it is in the city.

G. Public Comment –

Mike Jones from Whirlwind Aviation, a helicopter service based at FDK spoke about the needs of charter services and the DASSP – DCA Access Standard Security Program, which is under-utilized here at FDK to access DCA. Mike has applied to become a member on the Airport Commission. He explained that the economic and business impacts that the airport has is much bigger than Frederick City or County.

H. Announcements

Runway 12/30 will be crack sealed and remarked starting next week.

I. Adjournment

Ted Gregory moved for adjournment at 7:40 PM; the next meeting is scheduled for Tuesday, December 3rd, 2019 at 7:00 PM at the AOPA National Aviation Community Center (NACC).

Minutes prepared by Andrew Moore, Assistant Airport Manager.